

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS					1. Requisition Number RQ CNS1504220007		PAGE 1 OF 27				
<i>Offeror to Complete Blocks 12, 17, 23, 24, & 30</i>											
2. Contract No.		3. Award/Effective Date		4. Order Number		5. Solicitation Number CNSHQ15T0030		6. Solicitation Issue Date June 3, 2015			
7. For Solicitation Information Call:		a. Name Joseph Alustiza jalustiza@cns.gov				b. Telephone Number (No collect calls)		8. Offer Due Date/Local Time June 26, 2015 / 5:00 PM EST			
9. Issued By Code OPS Corporation for National and Community Service Office of Procurement Services 1201 New York Ave. NW Washington DC 20525		10. This Acquisition is <input type="checkbox"/> Unrestricted <input checked="" type="checkbox"/> Set-Aside 100 % for <input checked="" type="checkbox"/> Small Business <input type="checkbox"/> HubZone Small Business <input type="checkbox"/> 8(A) NAICS: <u>611699</u> Size Standard: <u>\$11.0 million or less</u>		11. Delivery for FOB Destination Unless Block is Marked. <input type="checkbox"/> See Schedule		12. Discount Terms					
						13a. This contract is a rated order under DPAS (15 CFR 700)					
						13b. Rating					
								14. Method of Solicitation <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. Deliver To Corporation for National and Community Service AmeriCorps*National Civilian Community Corps 1201 New York Ave. NW Washington DC 20525				Code NCCC		16. Administered By Code					
17a. Contractor/Offeror		Code		Facility Code		18a. Payment Will Be Made By Code					
Telephone No.		TIN:									
17b. Check if Remittance is Different and Put Such Address in Offer. <input type="checkbox"/>				18b. Submit Invoices to Address Shown in Block 18a Unless Box Below is Checked. <input type="checkbox"/> See Addendum.							
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
25. Accounting and Appropriation Data						26. Total Award Amount (For Govt. Use Only)					
27a. Solicitation incorporates by reference FAR 52.212-1, 52.212-4, FAR 52.212-3 and 52.212-5 are attached. Addenda <input type="checkbox"/> are <input type="checkbox"/> are not attached											
27b. Contract/Purchase Order incorporates by reference FAR 52.212-4, 52.212-5 is attached. Addenda <input type="checkbox"/> are <input type="checkbox"/> are not attached											
X 28. Contractor is required to sign this document and return <u>1</u> copies to Issuing Office. Contractor agrees to furnish and deliver all items set forth or otherwise identified above and on any additional sheets subject to the terms and conditions specified herein.						29. Award of Contract: Reference _____ Offer Dated _____. Your offer on Solicitation (Block 5), including any additions or changes which are set forth herein, is accepted as to items:					
30a. Signature of Offeror/Contractor						31a. United States of America (Signature of Contracting Officer)					
30b. Name and Title of Signer (Type or Print)				30c. Date Signed		31b. Name of Contracting Officer (Type or Print)				31c. Date Signed	
32a. Quantity in Column 21 Has Been <input type="checkbox"/> Received <input type="checkbox"/> Inspected <input type="checkbox"/> Accepted, and Conforms to the Contract, Except as Noted: _____											
32b. Signature of Authorized Government Representative				32c. Date		32d. Printed Name and Title of Authorized Government Representative					
32e. Mailing Address of Authorized Government Representative						32f. Telephone Number of Authorized Government Representative					
						32g. E-mail of Authorized Government Representative					
33. Ship Number		34. Voucher Number		35. Amount Verified Correct For		36. Payment <input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Final			37. Check Number		
<input type="checkbox"/> Partial <input type="checkbox"/> Final											
38. S/R Account Number		39. S/R Voucher Number		40. Paid By							
41a. I certify this account is correct and proper for payment						42a. Received By (Print)					
41b. Signature and Title of Certifying Officer				41c. Date		42b. Received At (Location)					
						42c. Date Rec'd (YY/MM/DD)		42d. Total Containers			

TABLE OF CONTENTS

SECTION	TITLE	PAGE
I	STATEMENT OF WORK	3
II	SERVICE PERFORMANCE SUMMARY	8
III	INSTRUCTIONS TO OFFERS	10
IV	EVALUATION FACTORS	13
	APPENDICES	
	1. SOLICITATION PROVISIONS	
	2. PAST PERFORMANCE QUESTIONNAIRE	
	3. QUOTATION EVALUATION RATINGS	
	4. NON-DISCLOSURE AGREEMENT FOR CONTRACTOR AND ITS EMPLOYEES	
	5. PRICE SHEET	

I. STATEMENT OF WORK

A. GENERAL INFORMATION

1. Title of Project: CPR/First Aid/AED Training and Certification
2. Scope of Work: The Corporation for National and Community Service (CNCS), AmeriCorps National Civilian Community Corps (NCCC) requires the services of a contractor to provide First Aid/CPR/AED training annually for up to 2,400 members in the program. The services must be provided at the 5 NCCC campuses: Sacramento, CA; Denver, CO; Vinton, Iowa; Baltimore, MD and Vicksburg, MS.

The training must be provided to both NCCC programs – the NCCC Traditional Program and the NCCC FEMA Corps Program. The NCCC Traditional Program starts up twice a year:

1. Fall (October): Sacramento and Denver
2. Winter (February/March) – Baltimore, Vinton, and Vicksburg

The FEMA Corps Program also starts up twice a year:

1. Summer (August) – Baltimore, Vinton, and Vicksburg
2. Winter (February/March) - Sacramento and Denver

The training shall include:

- Adult CPR/First Aid
- Automated external defibrillator (AED)

3. Background:

AmeriCorps National Civilian Community Corps (NCCC) is a residential national service program operated by the Corporation for National and Community Service. The AmeriCorps NCCC's mission is to strengthen communities and develop leaders through team-based national and community service. Built on the legacy of the Civilian Conservation Corps of the 1930s, AmeriCorps NCCC is premised on the belief that civic responsibility is an inherent duty of all citizens and that national service can effectively solve local problems while providing opportunities to learn practical skills and engender a life-long commitment of service to others. Based on five campuses in Sacramento, CA; Denver, CO; Vicksburg, Mississippi; Baltimore, Maryland; and Vinton, Iowa, the AmeriCorps NCCC engages young people ages 18 – 24 in team based service on projects in local communities throughout designated regions of the country. (Team Leaders are over the age of 18, but there is no upper age limit). Program participants, called corps members, commit to one year of service during which they earn a modest living allowance, receive room and board, and are eligible for an education award at the successful completion of the program.

Approximately 1,000 members serve in the FEMA Corps Program annually and are required to be certified in CPR/First Aid/AED training. In addition, 1,200 members serve annually in the NCCC Traditional Program and all called up as required to serve on disasters with the American Red Cross. They are also required to be CPR/First Aid/AED certified.

B. CONTRACTOR REQUIREMENTS

1. DELIVERABLES

A. Overview

- I. The Corporation for National and Community Service (CNCS), AmeriCorps National Civilian Community Corps (NCCC) requires the services of a vendor to provide CPR/First/AED training to up to 2,400 members in a program year. The services must be provided at the 5 NCCC campuses: Sacramento, CA; Denver, CO; Vinton, Iowa; Baltimore, MD and Vicksburg, MS.
- II. The training must be provided during the start-up cycle for a program year – the Denver and Sacramento campuses between January-March and October-November and the Vinton, Vicksburg, and Baltimore campuses between July and September and January-March. The number of Members to be trained at each campus range from 160 – 400 and must be completed in 2-5 days.
- III. Period of Performance is September 1, 2015 – August 31, 2020.
- IV. The training shall include **both Adult CPR/First Aid and Automated External Defibrillator (AED) training which shall incorporate the following content:**
 - a) The latest science for first aid, CPR and emergency cardiovascular care;
 - b) Methods for the identification of potential hazardous conditions in the environment;
 - c) Methods for recognizing emergencies;
 - d) Methods for making appropriate decisions about first aid care.

B. Tasks

The following tasks shall be performed for each training delivery:

Task 1 – Develop Training Schedule

The Vendor will work with the campus POC to develop a schedule for the requested training(s).

Task 2 – Curricula Preparation and Familiarity

The Vendor will review and be prepared to deliver the requested training curriculum two weeks before the agreed upon scheduled campus delivery dates. Curricula Preparation will be done in coordination with the campus POCs and include the following:

- Plan for and be fully prepared for scheduled training requirements and units of instruction for the course being delivered.
- Prepare for their classroom activities two weeks before the session start-up with the campus POC.
- Review all audio-visual materials required of the session two weeks before the session start-up with the campus POC.

Task 3 – Content Management

The Vendor must coordinate with the NCCC HQ's POC for ensuring that their training materials are complete and meet the NCCC standard requirements.

Task 4 – Training Materials

The Vendor will provide copies of all participant materials, which includes copying, binding, and shipping to campus two weeks before each scheduled training. The master copy of all participant materials will be provided to the NCCC HQs POC before all trainings begin.

Estimates of required training materials per training delivery are as follows:

Task 5 – Training Delivery Class Size and Days Requirements

CPR/First Aid/AED Training

The vendor will deliver CPR/First Aid/AED Training for all members and team leaders at all five campuses on an annual basis. The numbers of team leaders and members to train at any of the campuses can range from 160-320 per training event. Training must be completed in 2 days for a 160 person class, 3 days for a 240 person class, and 4 days for a 320 person class, and 5 days for a 400 person class.

Task 6 – Other Vendor Requirements

Vendor will describe how a member who is absent from the training can get the certification another way.

Task 7 – Evaluation, Data Collection, and Reporting Requirements

The vendor will:

1. Submit a concise monthly narrative report along with an invoice (through IPP) covering the following:
 - Status of Project plan Schedule and Timing
 - Key tasks and activities during the month
 - Summary of meetings and correspondence
 - Anticipated tasks and activities in the upcoming months
 - Challenges

C. Description of Tasks and Associated Deliverables:

Timely submission of deliverables is essential to successfully completing this requirement. Schedules and for deliverables are estimated and could change based on member numbers, weather, or other unforeseen issues.

Training Events Per Year

Campuses	NCCC Traditional Corps Team Leader Training	NCCC FEMA Corps Team Leader Training
Sacramento, CA	1 Training Event	1 Training Event
Denver, CO	1 Training Event	1 Training Event
Vinton, Iowa	1 Training Event	1 Training Event
Baltimore, MD	1 Training Event	1 Training Event
Vicksburg, MS	1 Training Event	1 Training Event

Total: 10 Training Events per Year

Training Deliverable Requirements

There will be a minimum of 160 to a maximum of 400 members for each training event. Members will be in predetermined groups called Units. Each unit will contain 70 to 80 members or 7-8 teams of 10-12 members. Each Unit will be trained separately and on different days (1 unit per day). One day of training includes 8 hours of instructional time divided into two 4 hour blocks of training. Three to four teams are trained each half day totaling 7-8 teams a day or 1 unit. Up to three trainers will be approved for all CPR/First Aid/AED training events as we prefer a 1 trainer to 15 member ratio. A training may run from 1-5 days of instructional time plus travel.

C. GOVERNMENT RESPONSIBILITIES

NCCC will provide training space, power point projectors, and video capacity for all CPR/First Aid/AED trainings.

NCCC will provide a laptop and audio/visual equipment with the use of standard Microsoft Office suite. Internet connection will not be provided.

The government will work with the contractor in establishing a training schedule that works for both the contractor and the campus.

The government will conduct training evaluations of all CPR/First Aid/AED trainings and provide the results to the contractor.

The government will review and approve all monthly reports provided by the contractor.

Notice to offers: All information and data related to this project that the contractor gathers or obtains shall be both protected from unauthorized release and considered the property of the government. The contracting officer will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this contract. Press releases, marketing material, or any other printed or electronic documentation related to this project, must not be publicized without the written approval of the contracting officer.

D. TRAVEL

The principal places of performance for the CPR/First/AED training are the five NCCC campuses – Sacramento, CA; Denver, CO; Vinton, Iowa; Baltimore, MD; Vicksburg, MS. All trainers will be required to travel to the campuses for all scheduled trainings throughout the year. This will require air, hotel, rental car, shipping costs for materials, and food. All travel expenses will be reimbursed in accordance with Federal/Agency travel regulations, and must be pre-approved by the Contracting Officer's Representative (COR) prior to traveling. When submitting an invoice for reimbursement of travel expenses, all receipts must be attached.

E. PROPOSED PERIOD OF PERFORMANCE:

The period of performance: September 1, 2015 – August 31, 2020.

F. ORDER/CALL LIMITATION:

Maximum Single BPA Call: \$200,000.00

Maximum BPA Ceiling Amount: \$1,200,000.00 (total of all calls for 5 years).

G. KEY CONTRACTOR PERSONNEL:

The Corporation reserves the right to review employees' resumes and qualifications prior to acceptance of individuals proposed for individual BPA call assignments. Any proposed new Key Personnel to the contract must be submitted to and approved by the COR.

Project Manager:

The contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this SOW. The Project Manager is further designated as Key Personnel by the Government, and subject to the conditions of the clause entitled Key Personnel.

The Project Manager shall be a single point of contact for the Contracting Officer and the Contracting Officer's Representative (COR). During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract.

The Project Manager shall be available to the COR via telephone between the hours of 0800 and 1700 EST. Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 24 business hours of notification.

The Project Manager shall possess the following minimum education and experience:

- Bachelor's Degree
- 3 years of relevant experience:
 - Scheduling and managing logistics for small and large training events;
 - Managing and contracting a diverse pool of qualified trainers;
 - Arranging travel for trainers at multiple training events across the country;
 - CPR/First Aid/AED Training
 - Managing a large federal government contract.

Trainers: The Contractor shall provide a pool of at least 10 Trainers who shall be responsible for the delivery of the trainings specified in this SOW.

All Trainers shall possess the following minimum training delivery experience:

- At least 1 year's relevant experience:
 - delivering CPR/First Aid/AED Training.
 - facilitating and providing dynamic, experiential-based instruction to young adults.

H. DATA RIGHTS

The AmeriCorps NCCC shall have unlimited rights to and ownership of all deliverables provided under this Blanket Purchase Agreement, including reports, recommendations, briefings, work plans and all other deliverables. This includes the deliverables provided under the basic Blanket Purchase Agreement and any optional task deliverables exercised by the contracting officer. In addition, it includes any additional deliverables required by contract change. The definition of "unlimited rights" is contained in Federal Acquisition Regulation (FAR) 27.401, "Definitions." FAR clause 52.227-14, "Rights in Data-General," is hereby incorporated by reference and made a part of this contract/order.

I. SECTION 508 – ELECTRONIC AND INFORMATION TECHNOLOGY STANDARDS

The contractor shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998.

II. SERVICE PERFORMANCE SUMMARY

The Government will periodically evaluate the Contractor's performance by appointing a Contracting Officer's Representative (COR) to monitor performance to ensure that services are received.

Required Service (task or deliverable)	Performance Standard	Method of Surveillance
Develop Training Schedule	Complete all training schedules for CPR/First Aid/AED trainings two week prior to the first delivery.	Review of schedules submitted to the COR 2 weeks in advance to ensure 100% completeness.
Curricula Preparation and Familiarity	That all curricula meet the American Heart Association standards for training.	Review of training curricula against the American Heart Association standards prior to training delivery to ensure 100% compliance.
Content Management	That all training materials match up to the approved curricula.	Review of training materials indicate a 100% match to the approved curricula.
Training Materials	Training materials arrive at the NCCC campuses 2 weeks prior to the training.	Review delivery dates of training materials at the campuses to ensure 100% compliance.
Training Delivery Class Size and Days Requirements	That the trainers receive either agree or strongly agree ratings on the quality of the training they provided.	A Random Sampling of members (90%) who take a training evaluation survey on Survey Monkey.

Required Service (task or deliverable)	Performance Standard	Method of Surveillance
Other Vendor Requirements – providing certification options for absent members	A certification plan for absentee members is provided.	Periodic review of optional certification plan as needed.
Evaluation, Data Collection, Reporting Requirements	That vendor provides on-time and quality monthly reports that meet the requirements set out in the SOW.	Monthly reports are submitted on time 99% of the time and contain the elements described in the SOW.

III. INSTRUCTIONS TO OFFERS

A. Format of Submission and Quotation Submissions

FORMAT OF SUBMISSION and Number of Copies

- (1) A quotation submitted in response to this solicitation must consist of three (3) Volumes.
 - Volume I shall contain the Introduction of Company and Past Performance Reference
 - Volume II shall contain the Technical Proposal. These sections must not contain any contract price or cost information, which shall be submitted in a separate volume.
 - Volume III shall contain the Price Proposal.
- (2) Offerors must submit the following number of copies:
 - One (1) original and three (3) paper copies of the written Introduction of Company and Past Performance.
 - One (1) original and three (3) paper copies of the written Technical Proposal.
 - One (1) original and two (2) paper copies of the Price Proposal.

The three Volumes must be submitted in separate binders. Each binder must be clearly marked with the solicitation number and Volume Number. The proposal may have a cover letter (Maximum 2 pages). Each Volume and section must have a table of contents. Tables of contents and blank section dividers are not included in the page limitations cited for each section.

In addition, **one formatted USB stick containing** all proposal materials must be delivered to the Corporation in their native electronic format. All files shall be compatible with Microsoft office product(s). **Spreadsheets must be submitted via Microsoft Excel.**

- (3) An offeror's Technical Offer will be evaluated in accordance with those factors set forth in the Evaluation Factors for Award.
- (4) Any data previously submitted in response to another solicitation will be assumed unavailable to the Contracting Officer; and this data must not be incorporated into the technical proposal by reference.
- (5) Clarity and completeness of the proposal are of the utmost importance. The proposal must be written in a practical, clear, and concise manner. It must use quantitative terms whenever possible and must avoid qualitative adjectives to the maximum extent possible.
- (6) Proposals must be legible, single-spaced, typewritten (on one side only), in a type size not smaller than 10 font with a one-inch margin on all sides, on paper not larger than eight and a half by eleven inches and not exceeding the page limits established in this solicitation. Pages in excess of the individual limitations shall not be read, and the proposal shall be evaluated as if the excess pages did not exist.

PAGE RESTRICTIONS:

The following page restrictions by Volume are:

- Volume 1- Introduction of Company and Past Performance shall not exceed 5 pages
- Volume 2- Technical Proposal shall not exceed 7 pages.
- Volume 3- Price Proposal shall not exceed 7 pages.

Items not included within the page restriction count are as follows: SAM, Cover pages, Cover Letters, Table of Contents, Blank section dividers, Resumes, Charts, Graphs, and glossary of terms, exhibits, drawings, sample formats, and items of an illustrative nature.

PROPOSAL SUBMITTAL TO CNCS:

Electronic, Fax, and U.S. Postal submissions **SHALL NOT** be accepted. All submissions must be submitted via overnight carrier or hand delivered. **The Contractor shall ensure that all proposals must arrive by the closing date and time.**

Please send all proposals to the following address:

Corporation for National & Community Service (CNCS)
Attn: Joseph Alustiza (8404B)
1201 New York Avenue NW
Washington, DC 20525

CONTENT OF SUBMITTAL:

A proposal submitted in response to this solicitation must consist of the following Volumes:

Volume I: Introduction of Company and Past Performance

1. Introductory letter on company's history and related experience in this area of expertise.
2. Company's Professional qualifications in relation to the Statement of Work.
3. Past Performance References shall be similar in scope, size, and dollar value of this RFQ. Past Performance References must be submitted for current work being performed or work that has been done within the past two years.
4. System for Award Management (SAM) – not inclusive in the 5 page limit

The offeror is **required to submit a minimum of three (3) Past Performance References** that are similar in scope, size, and dollar value of this RFQ. Past Performance References must be submitted for current work being performed or work that has been done within the past two (2) years. Past Performance/References should be from Federal, State, Local Government, Indian Tribe, or non-profit sector (if they are similar in scope, size and dollar value of this RFQ).

Past/Present Performance questionnaires are provided under **Appendix 2 - Past Performance Questionnaire** and must be submitted to the Contract Specialist (CS) by the **closing date and time of proposal due date of Friday, June 26, 2015, at 5:00 p.m. EST.**

At a minimum, the following shall be provided for Past Performance/References:

- A. Program office / technical point of contact and key staff
- B. Telephone number
- C. Duration of contract
- D. Targeted Demographic
- E. Contract Dollar Value/Project Cost
- F. Brief description of project, citing examples of work products (for example: survey, research, program curricula, training materials, and digital knowledge management (if publicly available, includes urls and/or screen shots)).

CNCS will not provide any past performance references for this proposal. Vendors are prohibited from requesting past performance references from any staff at CNCS.

Volume II: Technical Offer

1. Detailed description of the contractor's experience in meeting the requirements outlined within the Statement of Work.
2. Technical Capacity /Understanding of the requirement
3. Quality and Relevant Experience of Professional, Research and Technical Staff.

Volume III: PRICE OFFER

The offeror must include a budget summary of no more than one (1) single-spaced page in length that clearly identifies the annual costs and total costs to the Corporation for the work, preferably in the form of a budget table as included under **Appendix 5 – Price Sheet**. **All spreadsheets must be submitted in Microsoft Excel separated by worksheets and label with the year in question.**

Offerors must also include a more detailed cost proposal and budget narrative. The budget summary, and detailed cost proposal and budget narrative are subject to Volume 3 - Price Proposal limit of 7 pages.

QUESTIONS PERTAINING TO SOLICITATION

If an Offeror believes that these instructions contain an error, omission, or are otherwise unsound, the offeror must immediately notify the Contracting Officer, in writing, with supporting rationale. Discrepancies not brought to the attention of the Government prior to the quotation submission shall be waived.

Any information pertaining to the RFQ given to any Offeror will be promptly furnished to all other quoters. If the information is necessary in submitting quotations, or if the lack of it would be prejudicial to any other offeror, the information will be furnished as an amendment to the RFQ.

Questions relating to this acquisition shall be submitted electronically to the Contract Specialist, Joseph Alustiza at jalustiza@cns.gov by no later than 12PM EST on 6/9/2015. Please reference the RFQ number in the subject line of the email. Questions will **NOT** be taken or answered over the phone or by fax. Once questions are consolidated, they will be answered through an issued amendment to the solicitation.

Questions relating to this acquisition shall be submitted using the following table format:

#	Question*	Sect. Title	Section #	Page #
1				
2				
3				
4				

*** One question per row. Failure to submit the question(s) in the above format by the due date will result in the submission not being considered.**

To be accepted and eligible for evaluation, quotations must be prepared in accordance with, and must comply with, the instructions given in this solicitation document.

IV. EVALUATION FACTORS

The Government will award a Blanket Purchase Agreement (BPA) resulting from this Request for Quotation (RFQ) to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

The following information shall be used to evaluate quotations:

Offerors' quotations will be evaluated against the factors listed below. CNCS will use the information provided in the offeror's written quotation submission and responses to discussion questions or clarifications, if applicable, in conducting the evaluation of:

- Factor 1: Technical Capacity
- Factor 2: Quality and Relevant Experience of Professional, Research and Technical Staff
- Factor 3: Past Performance
- Factor 4: Cost/Price

The government will evaluate each offeror's proposal against the evaluation factors listed above using the adjectival rating system of **Appendix 3 - Quotation Evaluation Ratings**. The Corporation will evaluate quotations based on the following factors:

Factor 1 – Technical Capacity. Evaluation of this factor will be based on information contained in the technical proposal that

- demonstrates a clear understanding of the required tasks and NCCC requirements as well as realistic timeframes for performing all tasks.
- demonstrates logical and feasible methods for completing the individual tasks described in the Statement of Work (SOW).
- reflects documented evidence of the offeror's ability to successfully manage multiple site training deliveries to large numbers of participants and all other contract operations such as managing a diverse and qualified pool of trainers.

Factor 2 – Quality and Relevant Experience of Professional, Research and Technical Staff. Evaluation of the individuals proposed as key personnel who will be responsible for fulfilling the requirements of this RFQ will be based on their education, background, and previous experience.

A Project Manager must possess the following minimum education and experience:

- Bachelor's Degree
- 3 years of relevant experience:
 - Scheduling and managing logistics for small and large training events;
 - Managing and contracting a diverse pool of qualified trainers;
 - Arranging travel for trainers at multiple training events across the country;
 - Managing a large federal government contract.

Each Trainer must possess the following minimum training delivery experience:

- At least 1 year's relevant experience:
 - delivering CPR/First Aid/AED training; and
 - facilitating and providing dynamic, interactive instruction.

Factor 3 - Past Performance.

- (a) The Government will evaluate the quality of the offeror's past performance. This evaluation is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the offeror's past performance will be used to evaluate the relative capability of the offeror to successfully meet the requirement of the RFQ. Past performance of "key personnel," if any, may be considered.
- (b) The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources, including sources outside of the Government. Offerors lacking relevant past performance history will receive a neutral rating for past performance. However, the proposal of an offeror with no relevant past performance history, while rated "Not Applicable" in past performance, may not represent the most advantageous proposal to the Government and thus, may be an unsuccessful proposal when compared to the proposals of other offerors. The offeror must provide the information requested above for past performance evaluation or affirmatively state that it possesses no relevant, directly- related or similar past performance experience. The Government reserves the right not to evaluate or consider for award the entire proposal from an offeror which fails to provide the past performance information or which fails to assert that it has no relevant, directly-related or similar past performance experience.
- (c) In assigning the rating to the offeror, the panel members will consider the relevance of an offeror's performance in the aggregate, rather than on an effort-by-effort or reference-by-reference basis. For example, an offeror's work on one of three recent past efforts may represent only a "Relevant" effort. However, if all three efforts are assessed in the aggregate, the work may more accurately reflect a "Highly Relevant" effort.
- (d) The Government will consider the following elements of past performance:

QUALITY OF SERVICE	Assess the offeror's conformance to contract requirements and standards of good workmanship.
BUSINESS RELATIONS	Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness and quality of problem identification, corrective action plans, proposal submittals, the offeror's history of reasonable and cooperative behavior, and customer satisfaction.
COST CONTROL	Assess the offeror's effectiveness in forecasting, managing, and controlling costs.
EMPLOYEE RETENTION	Assess the offeror's effectiveness in transitioning resources and personnel and hiring qualified workforce personnel.

Factor 4 – Cost/Price. This factor will address the reasonableness and fairness of the contractor's proposed pricing.

The Government will evaluate each offeror's quotation against the evaluation criteria listed above using the adjectival rating system. All non-price/cost factors, i.e. factors 1, 2, and 3, when combined, are more important than price/cost. The contract award will be based upon an integrated assessment of each offeror's ability to satisfy the solicitation requirements. This integrated assessment will include evaluation of **quotations**, specific criteria, assessment criteria, and critical areas and/or factors. The Government anticipates discussions with offerors will be conducted, however, the Government reserves the right to make award without discussions. The Government will make award to that responsible offeror's proposal, conforming to the RFQ that is most advantageous to the Government, price and other factors considered. Price will be evaluated but not rated.

Appendices

Appendix 1 – Solicitation Provisions

A. Clauses Incorporated by Reference

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. In addition, the full text of a clause may be accessed electronically at this address: www.acquisition.gov/far.

<u>CLAUSE NO</u>	<u>CLAUSE TITLE</u>	<u>DATE</u>
52.233-4	Applicable Law for Breach of Contract Claim	Oct-04
52.242-15	Stop Work Order	Aug-89
52.217-8	Option to Extend Services	Nov-99
52.217-9	Option to Extend the Term of the Contract	Nov-99
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights	Sept-13

B. Special Clauses

1. Blanket Purchase Agreement Structure

CNCS's Office of Procurement Services intends to award a Blanket Purchase Agreement (BPA) with an overall performance period of five (5) years. A single purchase limit placed under this BPA is \$200,000.00 and the maximum BPA ceiling amount is \$1,200,000.00. The BPA shall be a FFP BPA contract type.

2. Conflict of Interest

The contractor warrants that from the time of submission of an offer until the completion of the final order, there shall be no conflict or apparent conflicts of interest between the contractor's private interests and the public interests of the United States, with respect to the contractor's duties or responsibilities under government contracts. This clause covers the firm, its principals, its employees, and subcontractors. Examples of potential conflicts of interest are in personal, business, or professional activities. The contractor shall be responsible for having an adequate conflict of interest clause present in all subcontracts stemming from the blanket purchase agreement.

3. Confidential or Sensitive Information

During the period of performance of the blanket purchase agreement, upon agency agreement, the contractor might gain access to confidential data, which is the sole property of CNCS, as well as proprietary data, which is the sole property of entities or persons other than the contracting parties. The contractor agrees to maintain the confidentiality of all such data and shall not disclose any data, interpretations of and/or derivatives of such data to any unauthorized party without the express written approval of the contracting officer, or of the party in which title is wholly vested. The contractor hereby agrees to include this clause in all subcontracts or consulting agreements relating to work under this

contract. Each contractor employee shall be required to sign a nondisclosure agreement (see **Appendix 4 – Non-Disclosure Agreement for Contractor and its Employees**) from CNCS prior to beginning work on this contract.

The work to be performed by and data released to the contractor’s designated key personnel shall be treated as sensitive in nature and is not to be discussed with or released to anyone except government employees assigned to the project and other contractor personnel working on the project. The contractor is responsible for having all of its employees working under the contract or having access to privileged information under this contract execute all certifications required by CNCS. CNCS, as it deems appropriate, may require additional certifications to be completed by the contractor at any time during contract performance.

4. Interpretation of Requirements

No interpretation of any provision of this delivery order shall be binding on CNCS unless furnished or agreed to, in writing, by the contracting officer or his/her designated representative.

5. Type of Service

- (a) The government and the contractor understand and agree that the services delivered by the contractor to the government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the government and the contractor. The contractor and the contractor's employees are not employees of the federal government and are not eligible for entitlement and benefits given to federal employees.
- (b) Contractor personnel under this contract shall not:
 - (1) Be placed in a position where there is an appearance that they are employed by a federal officer, or are under the supervision, direction, or evaluation of a federal officer.
 - (2) Be placed in a position of command, supervision, administration, or control over government personnel or personnel of other government contractors, or become a part of the government organization.
 - (3) Be used in the administration or supervision of procurement activities.

6. Subcontracting Approval

The contracting officer and the Contracting Officer’s Representative (COR) must approve any subcontracting efforts or Contractor Teaming Arrangement (CTA), in writing, prior to the beginning of the work by the subcontractor.

7. Invoices

Invoices. The contractor shall submit an original copy of the voucher/invoices to the address shown in Block 6. Payments shall not exceed 85 percent of the total contract price until the execution and delivery of a release is provided by the contractor. As is required by the referenced payments clause, the contractor shall ensure that after final services and final deliverables have been submitted, the contractor shall submit a FINAL invoice. This invoice shall be clearly marked “FINAL.”

Payment requests must be submitted electronically through the U.S. Department of the Treasury’s Invoice Processing Platform (IPP) System. “Payment request” means any request for contract financing payment or invoice payment by the contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is <https://www.ipp.gov>.

The contractor must use the IPP website to enroll, access, and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in the System for Award Management [SAM]) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within three to five business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131. If the contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the contractor must submit a waiver request in writing to the Contracting Officer.

Prior to final invoice payment, the contractor will be required to sign a Release of Claims document per FAR Part 52.232-7 (g) Assignment and Release of Claims. The contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents and employees of and from all liabilities, obligations, and claims arising out of or under this contract.

8. Background Checks

The Government anticipates that the work to be performed under this contract will involve access to sensitive but unclassified materials (otherwise known as “Controlled Unclassified Information”) and non-sensitive materials. Sensitive materials may include, but are not limited to, computer systems and information, Privacy Act protected information, PII, and CNCS’ proprietary information.

Prior to gaining access to CNCS’ information or information systems, to include contractor owned or operated systems, individuals must have at a minimum, a completed National Agency Check and Inquiries (NACI) or a Public Trust Minimum Background Investigation (MBI). The MBI is required for individuals who will access PII and those individuals with privileged access (e.g., network administrators, system administrators, database administrators, etc.) that could include access to PII. The Contractor will bear the cost of obtaining and sustaining the background investigations. The Contractor must state within the proposal the number of individuals that will be assigned to this effort with the type of completed background investigation they hold. It is the responsibility of the Contractor to provide the individuals with the required background investigation needed to complete the work.

(End of Clause)

Appendix 2 – Past Performance Questionnaire

AmeriCorps NCCC First Aid/ CPR/ AED Training Requirement RFQ CNSHQ15T0030

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE

SECTION 1: CONTRACT IDENTIFICATION

A. Contractor: _____

B. Contract number: _____

C. Contract type: _____

D. Was this a competitive contract? Yes _____ No _____

E. Period of performance: _____

F. Initial contract cost: \$ _____

G. Current/final contract cost: \$ _____

H. Reasons for differences between initial contract cost and final contract costs:

I. Description of service provided:

SECTION 2: CUSTOMER OR AGENCY IDENTIFICATION

A. Customer or agency name:

B. Geographic description of services under this contract, i.e. local, nationwide, worldwide, other Commands:

SECTION 3: EVALUATOR IDENTIFICATION

A. Evaluator's name and title: _____

B. Evaluator's phone/fax number: _____

C. Number of years evaluator worked on subject contract: _____

SECTION 4: EVALUATION

Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

<u>CODE</u>	<u>PERFORMANCE LEVEL</u>
O	OUTSTANDING - The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".
E	EXCELLENT – The contractor has substantially exceeded the contract performance requirements.
G	GOOD – There are no, or very minimal issues and the contractor has met the contract requirements.
F	FAIR – Overall compliance requires minor agency resources to ensure achievement of contract requirements.
P	POOR – Overall compliance requires significant agency resources to ensure achievement of contract requirements.
U	UNSATISFACTORY – Non-conformances are jeopardizing the achievement of contract requirements, despite use of agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.
N	NOT APPLICABLE - Unable to provide a score.

<i>Quality of Product or Service</i>	O	E	G	F	P	U	N
Ability to understand/comply with customer objectives and technical requirements							
Effectiveness of assigned personnel in terms of the appropriate mix of education and experience to accomplish the requirement.							
Adequacy/effectiveness of quality control program							
Quality/effectiveness of sub-contracted efforts							

<i>Program Management, Timeliness of Performance & Business Relations</i>	O	E	G	F	P	U	N
Effectiveness of overall contract management (including ability to effectively lead, manage and control the program)							
Timeliness/effectiveness of contract problem resolution without extensive customer guidance							
Ability to successfully respond to emergency and/or surge situations							
Effectiveness of material management (including Government Furnished Property or Material)							
Contractor proposed alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the customer							
Contractor implemented responsive/flexible processes to improve quality and timeliness of support.							
Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes)							

Transition/Phase-in & Employee Retention/Attraction	O	E	G	F	P	U	N
Contractor ability to smoothly transition resources and personnel.							
Contractor effectiveness on maintaining continuity of mission support while transitioning/phasing in resources and personnel to support other efforts.							
Ability to hire/apply a qualified workforce to this effort.							
Ability to retain a qualified workforce on this effort.							

Cost Control	O	E	G	F	P	U	N
Accuracy in forecasting contract costs							
Ability to meet forecasted costs and perform within contract costs							
Ability to alert Government of unforeseen costs before they occur							
Sufficiency and timeliness of cost reporting							

Government Contracts Only: has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes____ Default____ Convenience____ Pending Terminations____
No ____

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

SECTION 5: NARRATIVE SUMMARY

What were the contractor’s greatest strengths in the performance of the contract?

What were the contractor’s greatest weaknesses in the performance of the contract?

Would you hire this contractor in the future to perform one of your critical and demanding programs?

Please provide any additional comments concerning this contractor’s performance, as desired.

Evaluator’s Signature

Date

Thank you for your prompt response and assistance!

Appendix 3 – Quotation Evaluation Ratings

Technical Evaluation Rating	<p>The Offeror's quotation will be given a rating based on Technical Capacity and Quality and Relevant Experience of Professional, Research and Technical Staff. Offeror ratings shall focus on the strengths and weaknesses of the offeror's technical capabilities, as demonstrated in its written proposal. Assigned ratings will reflect the consensus developed by the evaluation panel's assessment of the proposed methodology to address the SOW.</p> <p><u>EXCEPTIONAL (E):</u> The proposal greatly exceeds stated requirements, as reflected through an innovative, comprehensive, outstanding approach. The response is complete in terms of the basic content and level of information the government seeks for evaluation. There is a high probability of success and negligible risk that this offeror would fail to meet the quantity, quality, and schedule requirements. There are no deficiencies or weaknesses.</p> <p><u>HIGHLY ACCEPTABLE (H):</u> The proposal exceeds stated requirements. The response is complete in terms of the basic content and level of information the government seeks for evaluation. There is a high probability of success and little or no risk that this offeror would fail to meet the quantity, quality, and schedule requirements. There are no deficiencies or significant weaknesses, but there may be minor weaknesses that need not be corrected to make award.</p> <p><u>ACCEPTABLE (A):</u> The proposal meets the stated requirements. The response is considered complete in terms of the basic content and level of information the government seeks for evaluation. There is a good probability of success and little risk that this offeror would fail to meet the quantity, quality, and schedule requirements. Weaknesses, if any, are minor and need not be corrected to make award.</p> <p><u>MARGINAL (M):</u> The proposal significantly fails to meet the stated requirements. The response is considered incomplete or inadequate in terms of the basic content and level of information the government seeks for evaluation. There is a low probability of success based on the present information. There are deficiencies and/or significant weaknesses, susceptible to correction through discussions and a major revision or a new proposal being submitted.</p> <p><u>UNACCEPTABLE (U):</u> The proposal significantly fails to meet the stated requirements. What was submitted lacks essential information or is conflicting and unproductive. There is no reasonable likelihood of success; deficiencies are so major or extensive that a major revision or complete rewrite of the proposal would be necessary.</p>
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The Past Performance Panel will use the below adjectival definitions as guidelines in evaluating past performance:

Past Performance Evaluation Rating	<p><u>E (EXCEPTIONAL):</u> Performance meets contractual requirements and exceeds most or all requirements to the client's benefit. The performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.</p> <p><u>V (Very Good):</u> Performance meets contractual requirements and exceeds some requirements to the client's benefit. The performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.</p> <p><u>S (Satisfactory):</u> Performance meets contractual requirements. The contractual performance of the element being assessed contained some minor problems for which corrective actions taken by the contractor were, or appear to be, satisfactory.</p> <p><u>U (Unsatisfactory):</u> Performance does not meet some contractual requirements and recovery is not likely in a timely manner. The performance of the element being assessed contained serious problem(s) for which the contractor's corrective actions were, or appear to be, ineffective.</p> <p><u>N/A (Not Applicable):</u> Element being assessed was not applicable to the given program.</p>
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Appendix 4 – Non-Disclosure Agreement for Contractor and its Employees

RFQ CNSHQ15T0030

NON-DISCLOSURE AGREEMENT (CONTRACTOR)

- A. Intending to be legally bound, _____ (the contractor) hereby accepts the obligations contained in this agreement in consideration of being granted conditional access to the Corporation for National and Community Service (CNCS) confidential and nonpublic information. For purposes of this agreement, “confidential or nonpublic information” is defined as information generated by or in the possession of CNCS that is commercially valuable, trade secret, market sensitive, proprietary, subject to privilege, protected by the Privacy Act (5 U.S.C. § 552a), or otherwise deemed confidential or nonpublic by a CNCS division director or office head, and is not otherwise available to the public. This definition applies to confidential or nonpublic information in any form, including document, electronic mail, computer files, conversations, and audio or video recordings. For purposes of this agreement, examples of confidential or nonpublic information include corporate financial data provided to CNCS that have not been made public.
- B. The contractor acknowledges that any conditional access to CNCS confidential and nonpublic information is granted to contractor for the sole purpose of performing its obligations under CNCS Contract _____ (the “underlying agreement”). This agreement does not grant contractor access to information or materials that CNCS determines in its sole discretion are inappropriate for disclosure to contractor.
- C. If there is doubt as to whether a document or information is confidential or nonpublic, or whether a proposed recipient of a document or information is an unauthorized person, the contractor shall request clarification from the contracting officer.
- D. The contractor acknowledges that disclosure of confidential or nonpublic information in violation of this agreement could subject the contractor to administrative, civil, or criminal action, as appropriate, under the laws and regulations applicable to the information involved. Violation of this agreement also may constitute a ground for termination of the contractor’s underlying agreement with CNCS, and/or suspension and debarment from receiving future federal contracts. Contractor understands that the United States government may seek any remedy available to it to enforce this agreement, including but not limit to application for a court order prohibiting disclosure of information in violation of this agreement.
- E. Contractor hereby assigns to the United States government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any personal business transaction inconsistent with the terms of this agreement or any disclosure, publication, or revelation of confidential or nonpublic information inconsistent with the terms of this agreement.
- F. Each provision of this agreement is severable. If a court should hold any provision of this agreement, unenforceable, all other provisions shall remain in full force and effect.
- G. The Contractor acknowledges that all conditions and obligations created by this agreement apply during the performance of the underlying CNCS agreement and three (3) years thereafter with respect to the information accessed by the contractor that remains confidential or nonpublic.
- H. The person signing this agreement on behalf of the contractor warrants that he or she has the authority to enter into this agreement on behalf of the contractor.

Contractor Name: _____
By: _____

Signature & Title: _____
Date: _____

This agreement was accepted by the undersigned on behalf of CNCS as a prior condition of conditional access to confidential and nonpublic information.

Contracting Officer

Date

Appendix 5 - Price Sheet

Budget Summary Sheet: Year One			Budget Summary Sheet: Year Two		
September 1, 2015 - August 31, 2015			September 1, 2016 - August 31, 2017		
CLIN	Description	Fixed Price Per Course	Line Item	Description	Fixed Price Per Course
1	CPR/First Aid/AED Cost per member		1	CPR/First Aid/AED Cost per member	\$ -
	Total Cost x 2,200 members @ cost per member			Total Cost x 2,200 members @ cost per member	\$ -
8	Illustrative Travel Estimate Per Campus*		8	Illustrative Travel Estimate Per Campus*	
	Baltimore, Maryland			Baltimore, Maryland	\$ -
	Vinton, Iowa			Vinton, Iowa	\$ -
	Vicksburg, Mississippi			Vicksburg, Mississippi	\$ -
	Sacramento, California			Sacramento, California	\$ -
	Denver, Colorado			Denver, Colorado	\$ -
	TOTAL	\$ -		TOTAL	\$ -
Budget Summary Sheet: Year Three			Budget Summary Sheet: Year Four		
September 1, 2017 - August 31, 2018			September 1, 2018 - August 31, 2019		
Line Item	Description	Fixed Price Per Course	Line Item	Description	Fixed Price Per Course
1	CPR/First Aid/AED Cost per member	\$ -	1	CPR/First Aid/AED Cost per member	\$ -
	Total Cost x 2,200 @ cost per member	\$ -		Total Cost x 2,200 @ cost per member	\$ -
8	Illustrative Travel Estimate Per Campus*		8	Illustrative Travel Estimate Per Campus*	
	Baltimore, Maryland	\$ -		Baltimore, Maryland	\$ -
	Vinton, Iowa	\$ -		Vinton, Iowa	\$ -
	Vicksburg, Mississippi	\$ -		Vicksburg, Mississippi	\$ -
	Sacramento, California	\$ -		Sacramento, California	\$ -
	Denver, Colorado	\$ -		Denver, Colorado	\$ -
	TOTAL	\$ -		TOTAL	\$ -
Budget Summary Sheet: Year Five			Budget Summary Sheet: 6 month Extension		
September 1, 2019 - August 31, 2020			September 1, 2020 - March 31, 2021		
Line Item	Description	Fixed Price Per Course	Line Item	Description	Fixed Price Per Course
1	CPR/First Aid/AED Cost per member	\$ -	1	CPR/First Aid/AED Cost per member	
	Total cost x 2,200 @ cost per member	\$ -		Total cost x 2,200 @ cost per member	
8	Illustrative Travel Estimate Per Campus*		8	Illustrative Travel Estimate Per Campus*	
	Baltimore, Maryland	\$ -		Baltimore, Maryland	
	Vinton, Iowa	\$ -		Vinton, Iowa	
	Vicksburg, Mississippi	\$ -		Vicksburg, Mississippi	
	Sacramento, California	\$ -		Sacramento, California	
	Denver, CO	\$ -		Denver, CO	
	TOTAL	\$ -		TOTAL	\$ -
Grand Total:	\$ -				